

ANNUAL REPORT

of

Name of SWDA and Address

For Year: _____

I. Introduction

II. Salient Accomplishment (Statistical and narrative)

1. In response to organizational objectives, programs implemented and services extended, corresponding activities and number of clients served per service during the year as compared to the targets
2. Statistical Accomplishment (*you may present this in landscape presentation*)

Program/ Service	Area of Coverage/ Location	Category of Client/ Beneficiaries	Sex of Client/ Beneficiaries Served		Total Number of Clients/ Beneficiaries	Remarks (if any)
			Male	Female		

3. Other significant information

III. Difficulties/problems encountered and solutions

IV. Significant changes in the SWDA (e.g. organizational structure, manpower, policy making body/board, programs, services, target beneficiaries, area/s of operation, etc.)

V. Plan of action for succeeding year

Name and Signature of Agency
Head or Authorized Representative

Designation

Date

Reminder: All Licensed SWDAs shall submit to the DSWD their annual accomplishment report within the 1st quarter of succeeding year using the DSWD template.

Failure to submit said report for two (2) consecutive years shall result to imposing sanctions per DSWD Memorandum Circular 16 series of 2018 entitled Guidelines on Handling of Complaints against Social Welfare and Development Agencies.